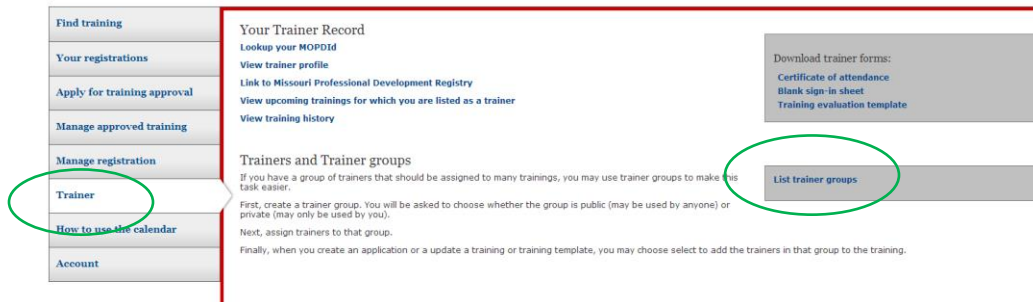


Missouri Workshop Calendar – Creating TRAINER GROUPS

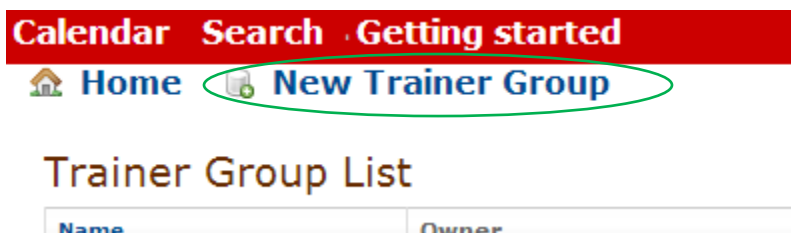
To add a list of trainers:

Go to the Trainer tab on the Dashboard.

Click “List trainer groups”



Click “New Trainer Group”



Type a name your group (Perhaps ESCSWA Staff) and select “Is Public” if you would like to others to see your group. Click “Create”. All of your coordinators and supervisors will be able to use it too. Or, if you do not select “Is Public”, they will need to add their own trainer groups.

A screenshot of the 'Create Trainer Group' form. It has a red header bar with 'Calendar', 'Search', and 'Getting started'. Below the header are icons and labels for 'Home' and 'Trainer Group List'. The form title is 'Create Trainer Group'. It contains two input fields: 'Name' and 'Is Public'. The 'Is Public' field has a checkbox and the text 'Check if this group of trainers should be available to all users.' (circled in green). At the bottom left is a 'Create' button with a document icon.

Follow the steps to add trainers to your group.

When you begin a new training application and get to the screen where you add trainers, click “Add a group of trainers to this application” at the bottom of the screen.

Then, click “Add ## trainers” at the left of the screen in the row of your group. This will fill in your trainers and you may proceed with your application.